



DEPARTMENT OF THE ARMY
HEADQUARTERS EASTERN REGION
UNITED STATES ARMY CADET COMMAND
BUILDING 203, OLD IRONSIDES AVENUE
FORT KNOX, KY 40121-5610

REPLY TO
ATTENTION OF:

ATOE-PA-M

30 September 2004

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Eastern Region Policy Letter 5 - **Awards**

1. References.

- a. AR 600-8-22, Military Awards, 25 February 1995.
- b. AR 672-20, Incentive Awards, 29 January 1999.
- c. DA Pamphlet 672-20, Incentive Awards Handbook, 1 July 1993.

2. Purpose. Provide command policy for compliance regarding awards.

3. **Military Awards.** Soldiers assigned to this command deserve appropriate and prompt awards for their service and their achievement. Ensuring that awards are timely is a leadership responsibility. Deserving Soldiers should receive recognition prior to departure or soon after a recognized achievement for impact awards. To ensure we are in compliance, awards will be submitted within the following timelines:

- a. MSM recommendation to region 75 days prior to presentation.
- b. LOM recommendation to region 135 days prior to presentation. Letter of lateness is required for LOM recommendations outside the 135-day window.

4. **DA Civilian Awards.** For our superb civilian workforce there are numerous means to recognize their performance. The contributions that our civilians lend to this command are invaluable and deserve your consideration for appropriate recognition. These awards go beyond the monetary awards normally provided in conjunction with performance evaluations and mirror those that are presented to Soldiers. References b and c outline the many awards that are available and encourage you to take the time to take care of these great civilians. Enclosure 2 provides a comparison of the different awards available for consideration.

5. **Volunteer and Public Service Awards.** Volunteers and college employees are overlooked many times for the contribution they make to this command.

This memorandum supersedes Eastern Region Policy Letter 5, dated 15 May 04.

ATOE-PA

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a. Volunteers come from many walks of life, many being spouses of our great Soldiers. They too deserve recognition for all they do and should be considered for an appropriate award prior to their departure or for special achievement. References b and c outline the many awards that are available, many similar to the type awards available for Soldiers and DA Civilians. Also, enclosure 1 provides brief descriptions of awards that are available along with enclosure 2, which provides a comparison between military, DA Civilian, and volunteer awards.

b. Most college ROTC programs have either staff provided by the college or college officials that provides significant support to their programs. They can likewise be recognized with awards outlined in enclosure 1.

6. Take the time to thank those who are responsible for the success of this command and service to the nation.

7. “COMMITTED TO EXCELLENCE!”

2 Encls
as


ROBERT J. FRUSHA
COL, IN
Commanding

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